

***NATIONAL WEATHER SERVICE PACIFIC REGION SUPPLEMENT 01-2003
APPLICABLE TO INSTRUCTION 10-1304***

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***Operations and Services
Surface Observing Program (Land), NWSI 10-1304***

Certification of Observers

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1. General: NWS Instruction 10-1304 is the authoritative source for procedures relating to the Surface Observing Program (Land), Certification of Observers.

2. Purpose: This supplement summarizes responsibilities of the Pacific Region Headquarters (PRH) and field offices in the surface (land) observer certification program.

3. Program Management and Responsibilities:

a. Pacific Region Headquarters (PRH), Data Systems Branch (DSB), has sole responsibility for administering the surface (land) observer certification program in accordance with NWS Instruction 10-1304. PRH/DSB responsibilities are:

- (1). Provide training as required and as resources permit.
- (2). Provide training materials and certification examinations as requested.
- (3). Grade certification examinations when completed.
- (4). Issue surface (land) observer certifications upon successful completion of certification examinations.
- (5). Maintain records of surface (land) observer certification program.

b. Field offices responsibilities are:

- (1). Identify training needs for surface (land) observer certification program and provide to PRH/DSB.
- (2). Provide assistance and training as requested by PRH/DSB as resources permit.
- (3). Request and administer examinations. Handle and conduct examinations in accordance with NWS Instruction 10-1304.
- (4) Retrieve canceled or invalid certificates from their areas of responsibility and forward them to DSB/PRH for appropriate action.